



# St Augustine's Catholic College

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Dear Parent/Guardian

## **PARENTMAIL: An easier way for you to make school payments and book parents evening appointments**

At St Augustine's we use +Pay and Parents Evening Manager on ParentMail – an online service which allows you to pay for school meals and other school items quickly and easily and book your parents evening appointments on your smartphone, tablet or computer.

### **+Pay**

Top up your child's catering account quickly and easily.

We will also inform you about other items you need to pay through ParentMail, and you will be able to pay electronically, using credit or debit cards as well as PayPal and PayPoint.

Once you have registered for a ParentMail account you can pay for trips and resources through 'Shop or To Pay' and Dinner Money accounts will show in 'Accounts'.

For trip and resource payments there will be a deadline for payments. Once the deadline has passed these items will no longer be available to purchase.

Please note your bank statement will display either the school name or ParentMail, dependent on your payment method. If you should have any issues with this method of payment, please contact the finance office [finance@sta.cc](mailto:finance@sta.cc), or telephone 01225 362009 and we will be happy to help.

### **Parents' Evening**

You will be alerted once you can book appointments and will then be able to select the times that are convenient to you.

Please note, you will need to be registered on ParentMail to be able to book appointments. If you do not wish to book your parents' evening appointment online, you can simply contact the school office and we will book appointments for you, however, please be aware that appointments are booked on a first come, first served basis.

### **Registering**

Registering with ParentMail is very easy! You will be sent either an email and/or text message from ParentMail - when you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have an Android or Apple smartphone, we highly recommend you download the ParentMail PMX App so that you can make easy, online top ups for school meals, payments for trips and resources and book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for "ParentMail" in your App store.

It's all very straight-forward, but if you need help or any additional assistance, you can visit the ParentMail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or contact the school office.

To get started we will need your email address and/or mobile phone number. Please complete the slip below and return it to the school so that we can send you your activation email or text.

Yours sincerely

David Forster

**David Forster**  
Headmaster



### ParentMail Registration Information

Please fill in this form and return to Reception or email to [finance@sta.cc](mailto:finance@sta.cc)

Student's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_

Parent/Guardian mobile number: \_\_\_\_\_